

## Department of Planning and Zoning

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## MEMORANDUM

**TO:** Mayor Weinberger  
Department Heads

**FROM:** David E. White, AICP, Director of Planning & Zoning

**DATE:** Wednesday, September 05, 2012

**RE:** September Department Head Report

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For your interest, following is a summary of current activities of the Dept. of Planning & Zoning. Please feel free to contact me should you have any questions or wish to follow-up on any of these items.

### **Development Review & Permitting:**

- Overall for FY2012 Dept. staff took in over 1,290 requests for a Zoning Permit smashing all previous records. Over the course of the year our office reviewed and acted upon over 1,260 requests, with only 1.8% of all permit applications being denied approval.
- Among the larger projects currently under review include:
  - Final Plat Review for a 30-unit Planned Unit Development on Appletree Point Lane.
  - Demolish a portion of the former Thayer School on North Ave., renovate the remaining portion of the school into 11 residential units, and construct a new addition with another 27 residential units for a total of 38 new residential units.

### **Comprehensive Planning:**

- **planBTV:** In collaboration with our consultant team from TPUDC, Planning staff released a "Discussion Draft" of our proposed Downtown and Waterfront Master Plan in early July. A special note of thanks goes out to all of the staff from other City departments that have helped us get this far – it's truly been a team effort. The review and comment period runs through the end of September. A number of public presentations have already happened with NPA's, City Commissions and others. More than 60 people attended our "Big Reveal and Ice Cream Social" on 24 July. To the extent possible, public comments are being guided to a newly-designed web page dedicated entirely to the content of the draft plan and enabling public comments directly online. Almost 600 people have accessed this site thus far.
- **Climate Action Plan update:** The Planning Commission has submitted a recommended draft to the City Council for adoption as part of the City's Master Plan. The Council held the first of two public hearings on 16 July and referred the draft to the Board of Finance. Among the issues they will be discussing are adjustments to the GHG reduction targets to differentiate City operations from community actions.
- **Open Space Plan update:** The Conservation Board is leading an effort, with staff support from Planning and Parks, to update the 2000 Open Space Protection Plan. They recently selected a consultant and are currently securing funding from the Conservation Legacy Fund.